

SECRETARY

DEFINITION

To perform a wide variety of responsible secretarial and clerical duties for an assigned division.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management personnel, and may receive technical and functional supervision from a higher level secretarial position.

EXAMPLES OF DUTIES - Duties may include, but are not limited the following:

1. Respond to public inquiries, both on the telephone and in person, and refer to appropriate staff member for more specific information as appropriate; exhibit familiarity with functions of the city.
2. Assist in preparing procedures, operating manuals, written material, budgets, forms, charts and/or other documents for internal or external distribution.
3. Act as information source to inquiries not requiring the supervisor's attention and otherwise assist in representing the division telephone and in person.
4. Type letters, reports, memoranda and other documents relating to the division which may include contracts, proposals, technical documents, statistical and/or special forms, budgets, and charts.
5. Compose routine correspondence and memoranda; proofread for accuracy, correct form, content and proper English usage.
6. Collect information from a variety of documents pertinent to assigned division; compile data for reports; prepare routine reports as required.
7. Maintain and monitor records and files; follow up on due dates; perform other monitoring functions to ensure timely completion of work.
8. May take and prepare meeting minutes as necessary.
9. Perform related duties as assigned.

MINIMUM OUALIFICATIONS

Knowledge of:

- A. English usage, spelling, grammar and punctuation.
- B. Modern office methods, practices, procedures and computer equipment.
- C. Business letter writing.
- D. Basic record keeping principles and procedures.

Ability to:

- E. Perform assigned secretarial duties with speed and accuracy.
- F. Understand and explain division policies and procedures.
- G. Communicate clearly and concisely, both orally and in writing.
- H. Type accurately at a speed of 50 words per minute.
- I. Compile information and maintain records.
- J. Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities, would be:

Experience:

Two years of responsible secretarial and clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

PROBATIONARY PERIOD: Six months

106CS90 May 1990

AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt